



# HARRY RANSOM CENTER

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THE UNIVERSITY OF TEXAS AT AUSTIN

## **FELLOWSHIP GUIDELINES**

The following guidelines have been designed to inform current and prospective Harry Ransom Center fellows, including Bibliographical Society of America (BSA) fellows, about our research fellowship program. These guidelines are available online at [hrc.utexas.edu/fellowships](http://hrc.utexas.edu/fellowships) and are updated regularly in accordance with University and federal procedures.

Individuals who have been awarded a fellowship must review these guidelines before submitting their Fellowship Acceptance Letter, and should save these guidelines for reference before and during their residency.

Questions or concerns that are not addressed here should be directed to [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu).

## TABLE OF CONTENTS

<b>ACCEPTING THE AWARD .....</b>	<b>1</b>
Fellowship Guidelines	
Your UT EID	
Fellowship Acceptance Materials	
Submitting Fellowship Acceptance Materials to the Ransom Center	
<b>PREPARING FOR YOUR RESIDENCY .....</b>	<b>4</b>
Finances	
Selecting a Residency Period	
Housing and Transportation	
Research Preparations	
<b>ARRIVING AT THE RANSOM CENTER .....</b>	<b>8</b>
Before You Leave Home	
Getting to the Ransom Center	
Checking In for Your Residency	
Becoming a Reading and Viewing Room Patron	
<b>DURING YOUR RESIDENCY.....</b>	<b>9</b>
Office Space and Storage of Personal Items	
Computers and Wireless Internet	
Duplication and Digital Photography	
University Library Privileges	
Phone Calls	
Kitchens and Break Rooms	
Lactation Room	
University Gym Membership	
Medical Care and University-Provided Health, Counseling, and Mental Health Services	
Safety and Emergency Preparedness	
Diversity and Inclusiveness	
Disability	
Participating in the Intellectual Life of the Ransom Center and University	
<b>AT THE END OF YOUR RESIDENCY .....</b>	<b>13</b>
Returning Your Office Key	
Notifying RVR Staff	
Submitting Your Research Report	
Acknowledging Ransom Center Materials and Fellowships in Publications	
<b>INFORMATION FOR INTERNATIONAL SCHOLARS .....</b>	<b>14</b>
Selecting a Residency Period and Applying for the J-1 Visa	
Banking	
Insurance	
Scheduling an Orientation with the International Office	
Applying for a U.S. Tax Number	
Taxes	
<b>CONTACT AND GENERAL INFORMATION.....</b>	<b>19</b>

## ACCEPTING THE AWARD

Fellowship recipients will receive notification of their award by e-mail. In order to accept a 2018–2019 fellowship, the forms described below must be returned to the Ransom Center **by Tuesday, May 1, 2018**.

### I. Fellowship Guidelines

All fellowship recipients should carefully review these guidelines. By accepting your fellowship, you are accepting the terms described within. Please note that these guidelines are revised regularly in accordance with University and federal procedures.

*If you are an international scholar*, be sure to review “Information for International Scholars” on pages 14–18 for important information about visa requirements and payment.

### II. Your UT EID

The UT EID is an electronic identifier required for anyone associated with The University of Texas. You must have a UT EID and password in order to be appointed as a fellow and to access wireless internet and other resources during your residency.

To establish your UT EID, visit [utexas.edu/eid](http://utexas.edu/eid) and select “Get A UT EID.” Provide the details requested, including any previous names or alternate spellings of your name that you may use, to ensure that the system can locate any existing UT EID that may be on file for you, or generate a new one.

Please make note of your UT EID and password for your use during your residency.

**My UT EID is:** \_\_\_\_\_ **Password hint:** \_\_\_\_\_

*Note: Keep your UT EID password secure. Never write your password down or share it with anyone.*

### III. Fellowship Acceptance Materials

Please be aware that these forms require your autograph signature, meaning that you will need to complete and print these documents before signing. Additional instructions for completing and submitting these forms follow.

#### Fellowship Acceptance Letter

Please verify that you have ready these guidelines and provide the information and paperwork required for your fellowship.

Verify that your name and project title, as they appeared in your award notification email, are accurate, or specify any necessary corrections for their future use in Ransom Center publicity.

Provide your tentative arrival date and UT EID, and indicate whether you are an international scholar who will require the J-1 visa (see pages 14–18). Please be as accurate as possible when providing your tentative arrival date; if you are unsure of your arrival date, please provide your best estimate. Please review “Selecting a Residency Period” on page 5 before making any travel arrangements.

#### Release, Waiver, and Indemnity Agreement

Please complete this waiver. Provide your name as the releasor, the current date, and ask a witness to provide his or her name and signature.

### **Payee Information Form (PIF)**

Complete section 1 and parts I and IV of this form.

In section 1, list your legal name and permanent home address (for tax purposes, university addresses cannot be accepted). International scholars without a U.S. address should list their city, province/state, postal code, and country on the Foreign Address line. You must report your U.S. Social Security Number (SSN) or U.S. Individual Tax Identification Number (ITIN) if you have one.

In part I, check the “Individual” box, as fellowship payments may only be issued to individual recipients. In part IV, please be sure to check and provide your signature beneath the certification box that best describes you.

***Your check and tax forms (if applicable) will be mailed to the address on your PIF.*** If you have a U.S. bank account, you may additionally complete the Electronic Funds Transfer Form to arrange for your check to be direct-deposited rather than mailed (see page 2). International scholars who do not have a U.S. bank account may pick up their check during their residency, provided that it is ready before their departure (see “Banking” on page 15).

### **Photocopy of a Government-Issued Photo ID**

A photocopy or scan of a valid, government-issued photo ID must accompany your PIF. U.S. citizens may use a driver’s license or passport; international scholars **must** use a passport. A university ID cannot be accepted. The photocopy or scan must be clear and legible.

### **Electronic Funds Transfer Authorization Form with Voided Check (if applicable)**

This form enables the direct deposit of your payment into a U.S. bank account. It must bear your autograph signature and be submitted with a voided check or other official bank document bearing the bank account and routing numbers. You will receive an automated email confirmation once the form has been processed. If you do not submit this form, your check will be mailed to the address on your PIF (for U.S. addresses); international scholars who do not have an existing U.S. bank account may pick up their check during their residency, provided that it is ready before their departure (see “Banking” on page 15).

### **Publicity and Social Media**

Following the May 1 deadline, the Ransom Center will announce the 2018–2019 fellowship recipients through a press release, the Ransom Center's website, and social media, including a series of Twitter posts that highlight the research topics and photos of individual fellowship recipients. We encourage you to submit a photo of yourself and provide relevant Twitter handles for promotion (i.e. handles for your institution, department, or personal accounts).

If mentioning your fellowship on your social media accounts, please tag the Ransom Center (@ransomcenter on Facebook, Twitter and Instagram).

The Ransom Center’s Public Affairs office may contact you before, during, or after your residency to request information about your research for the Ransom Center’s online magazine, social media, or other publicity materials. We hope you’ll stay in touch with the Ransom Center about your research and future publications, and would be pleased to share information about your work with our audiences. For more information, see page 13.

**IV. Submitting Fellowship Acceptance Materials to the Ransom Center**

The Ransom Center must receive the items and forms described above **by Tuesday, May 1, 2018**. These may be electronically submitted as scanned documents by using the secure upload tool at [hrc.utexas.edu/fellowships/paperwork](http://hrc.utexas.edu/fellowships/paperwork). ***We cannot accept fellowship paperwork, which includes your personal information, by email.*** Please be sure that the scanned documents bear your autograph signature where required.

If you are unable to scan and upload your documents, they may alternatively be submitted by mail using the following address information:

Harry Ransom Center  
Attn: Fellowships  
The University of Texas at Austin  
P.O. Drawer 7219  
Austin, TX 78713-7219  
United States

*If sending via FedEx, DHL, UPS, or other  
courier service requiring physical address:*

Harry Ransom Center  
Attn: Fellowships  
The University of Texas at Austin  
300 West 21st Street, Mail code F1900  
Austin, TX 78712  
United States

## PREPARING FOR YOUR RESIDENCY

### I. Finances

Your fellowship payment is intended to help defray the expenses associated with your trip to the Ransom Center. You may use this payment to self-reimburse for any expenses that you incur during travel at your discretion. You will not need to submit any receipts to the Ransom Center, and all decisions regarding airfare, lodging, and other travel expenses are yours to make according to your own budget.

Due to University policy, your payment will not be processed until **after** you arrive at the Ransom Center. Payments are typically available approximately five business days after arrival, **but may be subject to certain delays** described below:

International scholars who do not already have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) **and** have a J-1 program longer than 30 days **must apply for a SSN during their visit and will not receive payment until after the number has been issued; due to the application timeline, this will result in a payment delay of approximately three weeks.** International scholars should also note that their payments are subject to a **14–30% tax withholding.** See pages 14–18 for details.

Fellowship payments to current students of The University of Texas at Austin are subject to review by Student Financial Aid Services in order to ensure that the payment does not conflict with the terms of other sources of support received. **This may result in a payment delay of approximately one to two weeks.**

If you have received a fellowship of two months or longer, you will receive a prorated monthly stipend at the beginning of each month that you are in residence.

You may arrange to have your fellowship payment direct-deposited to a U.S. bank account by submitting the Electronic Funds Transfer form (see page 2). If you do not submit this form, your check will be mailed to the address on your PIF (for U.S. addresses); international scholars who do not have an existing U.S. bank account may pick up their check during their residency, provided that it is ready before their departure (see “Banking” on page 15).

Please note that all payments must be processed by the University’s Office of Accounting and are subject to delays over which we have no control. **We therefore recommend that all fellows arrive with enough funds for their entire visit.**

Fellowship award income is considered taxable for U.S. citizens. Unless you are a student who paid tuition to The University of Texas at Austin, you will not receive a tax form from the University for your fellowship payment. Nevertheless, you should report the income on your tax return on the same line as wages. It is not subject to self-employment tax, but it is taxable income. Qualified tuition payments may reduce the taxable amount of the fellowship award. Tax information for international scholars is outlined on pages 14–18.

Please note: Filing federal tax forms is the personal responsibility of each individual. These guidelines reflect information made available by the University’s International and Accounting offices, and is provided to help you meet your tax filing obligations. Please be aware that we are not tax authorities and that federal and University procedures are subject to change.

## II. Selecting a Residency Period

Recipients of 2018–2019 fellowships are responsible for completing their residency between **June 1, 2018 and August 31, 2019**. Fellowships may not be deferred beyond August 31.

You are expected to remain in residence at the Ransom Center for the term associated with your award, and will be appointed to the University as a “University Affiliate” and issued a J-1 visa (for international scholars) for that term: 30 calendar days for one-month fellowships (including BSA fellowships), 60 calendar days for two-month fellowships, 90 calendar days for three-month fellowships, and up to 30 calendar days for travel stipends and dissertation fellowships (there is no minimum length of stay required for these awards). You may choose to visit the Center for a longer period of time, but your University appointment, visa, and other fellowship privileges will be valid for the term of your award only.

If you have received a one-month fellowship, travel stipend, or dissertation fellowship, your residency must take place during a single, continuous period. If you have received a fellowship of two or three months, you may divide your residency into separate periods of at least 30 calendar days each. International scholars should note that splitting their residency into multiple visits may result in multiple visa fees, and that a J-1 visa status for more than calendar 30 days may require an application for an SSN and result in a delay in payment (see pages 14–18).

The Ransom Center’s Reading and Viewing Room (RVR) is generally open Monday–Saturday 9 a.m.–5 p.m. In order for our staff to provide you with a full orientation, residencies should be scheduled to begin on a weekday. If you plan to work on Saturdays, please be aware that you may need to request materials in advance; certain materials may not be available or may need to be pulled by appointment or on a weekday in advance.

The RVR follows the University’s holiday schedule, including a winter holiday closure of approximately one week in late December. Please consult the RVR schedule at [hrc.utexas.edu/visit](http://hrc.utexas.edu/visit) to view confirmed closures. ***We cannot make special accommodations for fellows who schedule their residencies to coincide with RVR closures.***

The summer months are a particularly busy period. If your schedule is flexible, we recommend visiting at another time of the year.

Austin summers are typically hot and humid; winters are typically mild and dry. More information about Austin’s climate and average monthly temperatures can be found at [austintexas.org/visit/plan-your-trip/weather](http://austintexas.org/visit/plan-your-trip/weather).

Because Austin hosts several large events, festivals, and conferences each year, it is advisable to book your lodgings early. See page 6 for details. You may also wish to consider the Ransom Center’s exhibition and event calendar when planning your stay. See page 11 for details.

Once you have decided on your residency dates, and ***at least six weeks*** in advance of your arrival, email [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) with your arrival and departure dates so that your University appointment and office space can be arranged. International scholars should provide these dates ***at least two to three months*** in advance to allow sufficient time for arranging the J-1 visa. Please review pages 14–18 and the “J-1 Scholar Pre-Arrival Guide” available at [world.utexas.edu/iss/scholars/j1](http://world.utexas.edu/iss/scholars/j1) for information to guide you as you plan your visit.

Throughout their residency, fellows are expected to maintain a significant, consistent presence in the RVR to carry out their proposed research. Leaving before the end of your scheduled

residency or not maintaining a consistent presence in the RVR may result in disqualification for future Ransom Center sponsorship.

### **III. Housing and Transportation**

Fellows are responsible for making all travel and lodging arrangements, incurring associated expenses, and then self-reimbursing with the fellowship payment.

You will be provided with a guide to short-term housing options in Austin. We maintain this guide as a courtesy to visitors but cannot endorse any particular establishment. Please also be aware that it is not necessary to select your lodgings from this guide. Please make your housing arrangements as soon as possible. Accommodations frequently fill months in advance.

The majority of our fellows use the bus system during their visit. For complete information on Austin bus routes (including both city buses and UT Shuttles), visit [capmetro.org](http://capmetro.org). Both city buses (local routes) and UT Shuttles cost \$1.25 per ride but are free to University Affiliates with a University ID card. Once you have obtained your University ID card on the first day of your residency, simply slide the card through any bus's card reader to ride for free.

Bringing or renting a car is generally discouraged due to the limited availability of parking spaces on and around campus. During their residency, fellows may purchase a temporary parking permit ("A" permit) for a monthly fee. This permit will allow you to park in certain campus lots on a **first-come, first-served basis**. A "UT Share Pass" may additionally be purchased for access to certain parking garages. For more information, visit [utexas.edu/parking](http://utexas.edu/parking).

For occasional car use, you may wish to consider applying for a car-sharing program such as Zipcar or Car2Go. Both companies make cars available on-demand in various locations city-wide. Zipcar offers a discounted membership to University Affiliates, and eight Zipcar vehicles are located on campus. For further details regarding eligibility and pricing, visit [zipcar.com/utexas](http://zipcar.com/utexas) or [car2go.com](http://car2go.com).

Austin also hosts a bike-sharing program. For more information about bike use and availability, visit [austin.bicycle.com](http://austin.bicycle.com).

### **IV. Research Preparations**

Each fellow will be assigned a research liaison at the Ransom Center. This Library or Curatorial staff member will serve as your primary contact for any questions about the Ransom Center's holdings as they relate to your project. The fellowship office will introduce you to your research liaison in advance of your residency by email, as well as upon your arrival.

You will receive an orientation to using the Center's collections upon your arrival and guidance and assistance throughout your visit from other members of the RVR staff, in accordance with the Center's policies and procedures pertaining to the Reading and Viewing Room and use of the collections.

These policies and procedures are outlined at [hrc.utexas.edu/research/info](http://hrc.utexas.edu/research/info) and [hrc.utexas.edu/research/forms](http://hrc.utexas.edu/research/forms). We appreciate your understanding of the need to follow these policies and procedures, which have been developed to protect our collections while providing access to the many fellows, independent patrons, students, and class groups who we serve year-round.

To promote a productive research experience, please familiarize yourself with and regularly consult these policies and procedures before, during, and after your residency, directing any



questions to your designated research liaison, the Library staff, or fellowship office. Our contact information is available at [www.hrc.utexas.edu/contact](http://www.hrc.utexas.edu/contact).

Fellows may wish to create their “research account” in advance of their visit. This personal, web-based account will be used to create and track requests to view items from the collections. When creating requests in advance of your visit, please be sure to select the “save for later” option; these saved requests can be submitted once you are in the RVR during your residency. To set up or access your research account, visit [hrc.utexas.edu/research/account](http://hrc.utexas.edu/research/account).

**My Username is:** \_\_\_\_\_ **Password hint:** \_\_\_\_\_

Please also review the WATCH Copyright File at [norman.hrc.utexas.edu/watch](http://norman.hrc.utexas.edu/watch) for information on copyright and copyright holders. It is the researcher’s responsibility to obtain necessary copyright permissions for the publication of any materials consulted.

## ARRIVING AT THE RANSOM CENTER

### I. Before You Leave Home

Before you travel to the Ransom Center, please remember to make note of your UT EID (see page 1) and to bring these guidelines for easy reference throughout your residency. If you have a University ID card from a previous visit, please bring it with you to have it re-validated.

If you are an international scholar who requires the J-1 visa, please be sure to carry your form DS-2019 and passport with J-1 visa with you while you travel. When going through U.S. Customs and Border Protection (CBP), have your passport open to your J-1 visa page and present your DS-2019 to ensure that you are assigned the J-1 status (the CBP officer should note “J-1” on the entry stamp in your passport). If your residency will be longer than 30 days and you do not already have a U.S. tax number, you will also need to travel with an original or certified copy of your birth certificate for your SSN application. See pages 16–17 for details.

### II. Getting to the Ransom Center

The Ransom Center is located at 21st and Guadalupe streets, on the southwest corner of The University of Texas at Austin campus, and just north of downtown Austin. The physical address is 300 West 21st Street, Austin, TX 78712. Cab fares from Austin-Bergstrom Airport to campus generally cost around \$50. You may also travel from the airport to campus on the #100 Airport Flyer bus for \$1.25. For more information on transportation from Austin-Bergstrom International Airport, visit [austintexas.gov/department/ground-transportation-0](http://austintexas.gov/department/ground-transportation-0).

For complete information on Austin bus routes (including both city and UT Shuttle buses), visit [capmetro.org](http://capmetro.org). Both city buses (local routes) and UT Shuttle buses cost \$1.25 per ride but are free to Research Affiliates with a University ID card. Once you have obtained your University ID card, swipe the card through any bus’s card reader to ride for free.

### III. Checking In for Your Residency

Upon your arrival, you should check in at the Ransom Center’s third floor Administrative Offices, where you will receive a brief orientation and an information packet including area maps and instructions for obtaining your University ID card and establishing your University privileges (see pages 9–12). We will also take your photo as part of your orientation; this photo will be included in an email newsletter for Ransom Center staff, and is intended to help our staff welcome you during your visit. Your check-in must take place on your scheduled arrival date and during the Administrative Office hours, **Monday–Friday 8 a.m.–noon and 1–5 p.m.** You will receive detailed instructions for locating the Ransom Center and its Administrative Office by email in advance of your arrival.

International scholars who travel on the J-1 visa must additionally attend a mandatory orientation with the University’s International Office. The orientation should be scheduled in advance at [world.utexas.edu/iss/scholars/j1](http://world.utexas.edu/iss/scholars/j1) (see pages 14–18).

### IV. Becoming a Reading and Viewing Room Patron

To use the Reading and Viewing Room (RVR) you will need to present a photo ID such as a driver’s license or passport. Upon the start of your first visit, you will view a brief orientation video, and an RVR staff member (your designated research liaison, if available) will provide you with a personal orientation to the RVR procedures, resources, and use of the specific collection(s) you plan to access. If you have not already created your personal web-based research account (see page 7), you will be asked to do so at this time. Upon each subsequent visit to the RVR you will only be asked to present your photo ID. More information about research policies and procedures may be found at [hrc.utexas.edu/research/info](http://hrc.utexas.edu/research/info).

## DURING YOUR RESIDENCY

In addition to the resources available to patrons in the RVR (on the second floor of the building), Ransom Center fellows will have access to a number of resources on the third floor of the building (where administrative and fellowship offices are located). As University Affiliates, fellows will also have certain University privileges. The resources and privileges associated with your fellowship, detailed below, will be extended for the duration of your fellowship residency.

### I. Office Space and Storage of Personal Items

Shared office space is provided for each fellow during his or her residency, provided that space is available. At busy times of the year office space will be assigned on a first-come, first-served basis, with priority given to recipients of three-, two-, and one-month fellowships. Depending on the number of fellows in residence during your stay, you may share an office with up to three other fellowship recipients. Each fellow will have his or her own desk and a key for locking the office. If you would like to secure belongings in your desk drawer, you may bring or purchase a combination lock for your personal use.

The fellowship offices are intended to provide you with a space for work that **does not** require use of the collection materials, such as transcribing and preparing notes from your research or checking email.

They are accessible at any time. If you wish to work in your office outside of business hours (Monday–Friday 8 a.m.–5 p.m.), you will need to sign in at the guard’s desk in the lobby; a guard will then unlock the elevator for your use.

Collection materials cannot be taken into these offices as **collection material is not permitted outside of the RVR**. Likewise, **items that enter the RVR are strictly regulated**. Your office therefore provides a space to store your personal belongings while you are in the RVR. Individual lockers located just outside the RVR are also available for storing such items on a day-by-day basis.

A list of items that are and are not permitted in the RVR is available on the “Reading and Viewing Room Regulations” document at [hrc.utexas.edu/research/forms](http://hrc.utexas.edu/research/forms). We ask for your support in our efforts to preserve and protect our materials. Please recognize that everyone is subject to the same policies and procedures, and that RVR staff have discretion in determining whether items may be permitted into the RVR.

### II. Computers and Wireless Internet

We encourage fellows to bring a laptop for their residency. You are permitted to take your laptop into the RVR when you are working and will have access to the University’s campus-wide wireless internet network. To access the internet, select the utexas network from your computer’s wireless internet options and log in using your UT EID and password.

For those who do not have a laptop, there are six desktop computers in the RVR available for limited use during RVR hours. Please note that these public-access computers are available to **all** RVR patrons for access to the library catalog, research databases, and email. One additional desktop computer, located near the fellowship offices on the third floor, is available for use by fellows at any time on a first-come, first-served basis. You may use this computer for printing provided that jobs are kept to a reasonable amount.

Please do not plan to use these **shared** computers as your primary means of work.

### **III. Duplication and Digital Photography**

A copy machine on the third floor is available to fellows, provided that usage is kept to a reasonable amount. Please do not use this machine for large jobs, as it serves most of the administrative staff. Please also note that this machine cannot be used for collection material, as ***collection material is not permitted outside of the RVR.***

Copies of collection materials for **publication** must be requested through the RVR staff. These requests are met on a case-by-case basis, depending on the material's condition and copyrights, and are delivered in digital format. **Research** copies of collection materials may either be requested through RVR staff or made by the user with a digital camera. More information on digital photography and photoduplication policies and fees may be found at [hrc.utexas.edu/research/info](http://hrc.utexas.edu/research/info). Please be sure to review the "Digital Camera Use Policy" document to verify that your camera meets the requirements.

### **IV. University Library Privileges**

During your residency you will have borrowing privileges with The University of Texas Libraries. General information about the libraries and the online catalog may be found at [lib.utexas.edu](http://lib.utexas.edu). As a University Affiliate, you will be able to check out books and use public workstations at the libraries to access electronic resources (except for those stations restricted to University students, faculty, or staff).

### **V. Phone Calls**

A telephone, also located near the fellowship offices, is available for shared use by fellows needing to make outgoing calls. Long distance calls must be charged to your own calling or credit card, made collect, or made using your own mobile phone. The nearest mobile phone providers to the Ransom Center are the AT&T Store (2304 Guadalupe Street) and Verizon Wireless (2116 Guadalupe Street).

### **VI. Kitchens and Break Rooms**

There are three break rooms and a small staff kitchen, equipped with refrigerators and microwaves, on the third floor. You are welcome to use these facilities for food storage and breaks. We appreciate your help in keeping these communal spaces clean.

### **VII. Lactation Room**

A lactation room is available to Ransom Center fellows and staff. To coordinate access to the lactation room, please contact [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) in advance of your visit.

### **VIII. University Gym Membership**

As a University Affiliate, you may purchase a temporary membership with the University gym at a discounted rate. Fellows will be responsible for membership fees. Facility information may be found at [utrecsports.org](http://utrecsports.org).

### **IX. Medical Care and University-Provided Health, Counseling, and Mental Health Services**

Please be aware that medical insurance is not included with your fellowship. Insurance requirements and options for international scholars on the J-1 visa are outlined on page 156

If you require medical care during your visit you may consult a private health care practitioner. In the event of an emergency, call 911.

If you will require regular care during your stay, you may wish to use the University Health Services (UHS) and/or Counseling and Mental Health Center (CMHC). These University-provided services include family/internal medicine, sports medicine, women's healthcare,

immunizations and allergy shots, travel health, dietitian consultations, physical therapy, on-site lab and radiology, and patient education. To access to these services, you will be required to pay a Service Extension Fee (\$50 for UHS; \$25 for CMHC). Additional fees will apply for each medical or counseling service received. The CMHC will require a free assessment appointment in advance of the extension fee, to determine whether their services are a match for your needs, or whether they will need to refer you to a private provider. Detailed information about services, charges, and insurance requirements may be found at [healthyhorns.utexas.edu](http://healthyhorns.utexas.edu) and [cmhc.utexas.edu](http://cmhc.utexas.edu).

#### **X. Safety and Emergency Preparedness**

In case of an emergency, call 911. Up-to-date information about campus alerts and campus-wide closures and openings during emergencies or unfavorable weather situations may be found at the University's Emergency Information page, [emergency.utexas.edu](http://emergency.utexas.edu). Additional tips and resources for safety on campus may be found at [besafe.utexas.edu](http://besafe.utexas.edu). For information about the University's policies related to the Campus Carry law, visit [campuscarry.utexas.edu/visitors](http://campuscarry.utexas.edu/visitors).

#### **XI. Diversity and Inclusion**

The Ransom Center and the University are committed to embracing and encouraging diversity in many forms, striving to create an inclusive community that fosters a positive learning, teaching, and working environment.

#### **XII. Disability**

Information about disability resources at the University may be found at [sites.utexas.edu/disability](http://sites.utexas.edu/disability). If you require accommodation because of a disability, please notify us at [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) in advance of your visit.

#### **XIII. Participating in the Intellectual Life of the Ransom Center and University**

Fellows are invited and encouraged to participate in the intellectual life of the Ransom Center and of the University. We do not intend for the following events to intrude on your research time, and hope that you will join us for these events as your time permits.

The Ransom Center's Scholarly Programs Division hosts a lunchtime gathering for current fellows each Thursday at noon. These informal lunches are intended to provide an opportunity for fellows to meet one another and Scholarly Programs staff. The Ransom Center provides drinks and dessert for these gatherings, but you will need to bring your own lunch.

The Division occasionally hosts brown bag lunches for current fellows and members of the University community. At these lunches, fellows are asked to present a brief description of their research at the Ransom Center. These lunches are arranged three to four times per year, with dates to be announced by invitation prior to the event.

Each Wednesday at 10 a.m., the Center hosts a coffee and tea gathering that is open to all Ransom Center staff, fellows, and visiting researchers, and provides an opportunity for informal conversation.

The Center hosts several events throughout each semester for Ransom Center members and the public. For the current schedule, visit [hrc.utexas.edu/events](http://hrc.utexas.edu/events). Please note that these events have limited capacity, with attendance provided on a first-come, first-served basis, or requiring membership, an invitation and/or RSVP. During your fellowship residency, you will be invited to member events, provided that space is available. If there is a particular event that you would like to attend, please feel free to contact [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) so that we can make arrangements to accommodate you if possible.

If you wish to connect with the Ransom Center beyond your residency, we invite you to become a Harry Ransom Center member. For details, visit [hrc.utexas.edu/membership](http://hrc.utexas.edu/membership).

A university-wide event calendar is available at [calendar.utexas.edu](http://calendar.utexas.edu). Individual academic units at the University may post information about their programs and events on their own websites. A directory of academic units may be found at [utexas.edu/academics/colleges-schools](http://utexas.edu/academics/colleges-schools). We will be happy to facilitate introductions to academic units at the University at your request.

Fellows are also invited to connect with one another by joining the Ransom Center's Facebook group for past and present fellows at [facebook.com/groups/ransomcenterfellows](https://facebook.com/groups/ransomcenterfellows). This group is intended to serve as an informal venue for conversation about your research, visiting Austin, other fellowship-related topics.

## AT THE END OF YOUR RESIDENCY

### I. Returning Your Office Key

Before your departure, you **must return your fellowship office key** to the receptionist at the front desk of the third floor Administrative Offices. Please remove all of your belongings and any trash from your office. Trash cans that need to be emptied should be placed in the hallway outside of your office; trash cans that have already been emptied should be returned to your office. We appreciate your help in keeping these communal spaces clean.

### II. Notifying RVR Staff

Let the RVR staff know that your residency is ending and that they can re-shelve any materials they have been holding for you. Make sure that any duplication requests are clear and complete.

### III. Submitting Your Research Report

We ask that all fellows provide **a two-page summary report** on the progress of their research during the fellowship. These reports allow us to determine the efficacy of the fellowship program and are vital for evaluating collection use. Your report should discuss the collection materials that you consulted during your visit, findings, and your plans for publishing or presenting your research, and should be sent as an email attachment to [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) within **one month** of concluding the residency. Please be aware that reports will be shared with the Director of the Center and relevant staff members, and may also be shared with existing and potential donors.

### IV. Acknowledging Ransom Center Materials and Fellowships in Publications

You must secure the necessary Ransom Center authorization as well as any applicable copyright permissions to quote or reproduce any material consulted during your research. Please also note that the Ransom Center requires for its collections a complete copy of any publication (in any medium) that makes use of its materials. Forms and instructions can be found at [hrc.utexas.edu/research/forms](http://hrc.utexas.edu/research/forms). Questions about the use of Ransom Center materials in published works should be directed to Rick Watson, Head of Reference and Research Services, at [watsonrb@austin.utexas.edu](mailto:watsonrb@austin.utexas.edu).

Please acknowledge your fellowship in any publications resulting from the research you conduct at the Ransom Center. You may phrase the acknowledgment however you wish, but please refer to both the Harry Ransom Center and the sponsor of your particular fellowship. For example, “The Andrew W. Mellon Foundation Research Fellowship from the Harry Ransom Center provided support for my research” or “A Harry Ransom Center fellowship sponsored by the Fleur Cowles Endowment supported my research.”

We would be pleased to share information about your publication and research at the Ransom Center through our online *Ransom Center Magazine*. Examples of articles by and about fellows’ research may be found at [sites.utexas.edu/ransomcentermagazine/tag/fellowships](http://sites.utexas.edu/ransomcentermagazine/tag/fellowships). If interested in contributing a short post about your research for this blog, please contact Public Affairs’ Suzanne Krause ([skrause@utexas.edu](mailto:skrause@utexas.edu)) or Jen Tisdale ([jentisdale@utexas.edu](mailto:jentisdale@utexas.edu)).

## INFORMATION FOR INTERNATIONAL SCHOLARS

You are considered an international scholar if you are not a citizen or resident of the U.S. and do not hold a valid U.S. passport. International scholars should indicate their status as such on the Fellowship Acceptance Letter and carefully read the following pages.

***All international scholars are responsible for ensuring that they have the proper paperwork to study in the U.S. and for paying associated fees. International scholars who do not already have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) and have a J-1 program of more than 30 days must apply for a SSN during their visit and will not receive payment until the number has been issued; due to the application timeline, this will result in a payment delay of approximately three weeks. All fellowship payments made to international scholars are subject to a 14–30% tax withholding, and will be issued in U.S. dollars (USD). Refunds on the tax withholding may be possible by filing a U.S. federal income tax return.***

### I. Selecting a Residency Period and Applying for the J-1 Visa

The J-1 “Short-Term Scholar” is the most appropriate visa status for fellows, in accordance with The University of Texas and federal policies. This is a nonimmigrant status designated for exchange visitors such as professors and scholars who are participating in a program for less than six months. For more information about the J-1 status, visit [world.utexas.edu/iss/scholars/j1](http://world.utexas.edu/iss/scholars/j1) (see the “Pre-Arrival Guide” and “J-1 Scholar Orientation Guide”) and [j1visa.state.gov/programs/short-term-scholar](http://j1visa.state.gov/programs/short-term-scholar).

Please submit the required fellowship paperwork described on pages 1–2 (due to the Ransom Center by May 1, 2018) and report your fellowship residency dates to [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) **at least** two to three months in advance of your visit to allow sufficient time to establish your J-1 status and obtain your J-1 visa.

***Please note that more time may be needed in order for you to secure your J-1 visa.*** U.S. Consulate fees, appointment procedures, and processing times vary. Contact your nearest consulate as soon as possible to determine any special procedures or deadlines. To locate your nearest consulate, visit [usembassy.gov](http://usembassy.gov).

Your J-1 status will be assigned for the dates of your fellowship residency. Please review the information on pages 5–6 when planning the dates of your residency. Recipients of two- and three-month fellowships should keep in mind that anyone who has a J-1 program that is **longer** than 30 days must have a U.S. SSN or ITIN in order to receive payment from the University; ***this may require you to apply for an SSN during your visit and result in a payment delay of approximately three weeks*** (see “Applying for a U.S. Tax Number” on page 16).

If you choose to split your residency into multiple visits (each of 30 days in length), you will be responsible for the visa paperwork and fees associated with each.

Because J-1 visa holders are permitted to enter or depart the U.S. up to 30 days before or after their official program dates, it is possible to spend time in the U.S. before and after your fellowship residency.

If you will be participating in a J-1 program with another institution immediately before or after your residency at the Ransom Center, please inform us as soon as possible so that your visa arrangements can be coordinated appropriately.



Once we have received your fellowship paperwork and your **confirmed** arrival and departure dates, we will request your J-1 status through the University's International Office. You will then receive an email from the International Office ([scholars@austin.utexas.edu](mailto:scholars@austin.utexas.edu)) instructing you to complete that request through the "myIO" system, requesting your review and approval of your program dates and the "Short-Term Scholar" J-1 visa status. Once the request has been completed and approved by both you and the International Office, they will process and express-mail your DS-2019 and a "Pre-Arrival Guide" (also available at [world.utexas.edu/iss/scholars/j1](http://world.utexas.edu/iss/scholars/j1)) to you. Processing time for the DS-2019 issuance is typically two weeks, though processing times may vary.

Once you have received the DS-2019 and "Pre-Arrival Guide," you can proceed in scheduling your visa application appointment with your nearest U.S. Consulate or Embassy. You will also need to pay the \$180 SEVIS (SEVP I-901) and \$160 nonimmigrant visa application processing fee; applicants from certain countries may also be required to pay a visa issuance fee ("reciprocity fee") after their application has been approved. For details about the visa application process and fees, visit [world.utexas.edu/iss/scholars/j1](http://world.utexas.edu/iss/scholars/j1) (see the "J-1 Scholar Pre-Arrival Guide") or [j1visa.state.gov/programs/short-term-scholar](http://j1visa.state.gov/programs/short-term-scholar).

Canadians are **not** required to obtain a visa from the U.S. Consulate, but must present their DS-2019, SEVIS fee receipt, and passport at the port of entry to be admitted in the J-1 status.

If you must change your residency dates after your DS-2019 form has been issued, you must inform the Ransom Center so that the DS-2019 and other visa-related documentation can be updated as needed (depending on the number of days by which your residency dates will change). This process may take up to two to three months.

Be sure to carry your form DS-2019 and passport with J-1 visa with you while you travel. When going through U.S. Customs and Border Protection (CBP), have your passport open to your J-1 visa page and present your DS-2019 to ensure that you are assigned the J-1 status (the CBP officer should note "J-1" on the entry stamp in your passport). Although we do not anticipate that you will encounter issues with your entry into the U.S., please note the emergency information provided by the International Office at [world.utexas.edu/iss/about/emergency](http://world.utexas.edu/iss/about/emergency).

After entering the U.S., you should print your I-94 record, available from [i94.cbp.dhs.gov/I94](http://i94.cbp.dhs.gov/I94), to confirm your entry status. You may print your I-94 record at the Ransom Center if needed.

## II. Banking

If you have an existing account with a U.S. bank, you may arrange to have your payment direct-deposited into the account by submitting the Electronic Funds Transfer form with a voided check (see page 2).

If you do not have a U.S. bank account for direct deposit, your payment will be issued to you as a check. If your check is available before you depart, you may pick it up in person during your visit. If you would like to cash your check, you may do so at the Frost Bank located at 401 Congress Avenue. Bank staff can also assist you with arranging a wire-transfer. Fees may apply.

If you would like to establish a U.S. bank account where you can deposit your fellowship check, you may do so at the institution of your choice. The University Federal Credit Union (UFCU), located across the street from the Ransom Center, is the nearest full-service bank.

### III. Insurance

Please be aware that all J-1 visa holders must meet medical insurance requirements and will be asked to present proof of their coverage during their orientation with the University's International Office (see following section for details). If you do not have sufficient coverage, you may purchase the University's health insurance plan. For further details, visit [world.utexas.edu/iss/insurance/vs-overview](http://world.utexas.edu/iss/insurance/vs-overview). Questions may be directed to the International Office's Insurance Advisor using [insuranceadvisor@austin.utexas.edu](mailto:insuranceadvisor@austin.utexas.edu).

### IV. Scheduling an Orientation with the International Office

All J-1 scholars **must** attend a mandatory orientation with the University's International Office upon their arrival in Austin. During this orientation, an advisor will validate your J-1 status and verify your insurance coverage. The orientation will also provide information concerning visa regulations, taxes, banking, and SSN/ ITIN applications. These orientations normally last one hour. Please schedule your orientation in advance of your arrival at [world.utexas.edu/iss/scholars/j1](http://world.utexas.edu/iss/scholars/j1) and select the earliest appointment available.

### V. Applying for a U.S. Tax Number

J-1 visa holders are generally eligible for a U.S. Social Security Number (SSN). If your J-1 program is longer than 30 days and you do not already have a U.S. SSN or ITIN (Individual Taxpayer Identification Number, for those ineligible for a SSN), you **must apply for a SSN during your visit and will not receive payment until after the number has been issued**. Due to the application timeline, this may result in a **payment delay of approximately three weeks**: you will be eligible to apply for a SSN after you have been in the U.S. for at least 10 days, the SSN is typically issued within the week following your application, and your fellowship payment will be available within 5 business days of the SSN being received. Please note that all payments must be processed by the University's Office of Accounting and are subject to delays over which we have no control. **We therefore recommend that all fellows arrive with enough funds for their entire visit.**

Even if you are not required to apply for an SSN to receive your fellowship payment, you may still wish to apply for a U.S. tax number (SSN or ITIN) during your visit to facilitate the process of filing a U.S. tax return. Tax returns are filed in the spring of the year following a U.S. payment. A U.S. tax number (SSN or ITIN) is required for filing U.S. tax form 1040NR or 1040NR-EZ, which should be filed by any individual whose U.S. income (including this fellowship payment and any other payments from U.S. sources) in a given year is greater than the "personal exemption" set by the U.S. government (\$4,050 for 2017). Even if your U.S. income for the year is less than the personal exemption, you may also choose to file 1040NR/1040NR-EZ to claim a refund on your tax withholding (see pages 17–18 for details.)

**To apply for the SSN** (for those with a J-1 program of at least 25 days), you must visit the Social Security Administration Office no less than 10 days **after** entering the U.S. and 3 days after attending your orientation with the University's International Office, and no less than 15 days **before** your J-1 program ends. The Social Security Administration Office is located five miles from the Ransom Center; you will be provided with detailed instructions for your application, including relevant bus route information, during your visit. If you are visiting for less than 25 days, you are generally ineligible for an SSN due to the application requirements and timeline and can apply for the ITIN (see below). Please see [world.utexas.edu/iss/ssn](http://world.utexas.edu/iss/ssn) for information about applying for the SSN. Please note that the per the SSN application form ("SS-5") you will be required to present an original or certified copy of your birth certificate as part of the application process.

**To apply for the ITIN** (for those with a J-1 program less than 25 days), you may schedule an ITIN application appointment with the University's International Office during your fellowship residency. Please schedule this appointment at [world.utexas.edu/iss/sss](http://world.utexas.edu/iss/sss) in advance of your visit due to the limited appointment times available. If you do not apply for the ITIN during your fellowship residency, you may alternatively apply by completing and submitting form W-7, along with a copy of your passport that is certified by the passport-issuing agency, when filing form 1040NR/1040NR-EZ during the spring of the year following your payment. You are responsible for making arrangements to obtain the certified copy of your passport by this time.

## VI. Taxes

International scholars receiving payment from the University are **subject to a 14–30% nonresident tax withholding**. Upon your arrival to the Ransom Center, the University's Office of Accounting will ask you to complete a tax summary report through "GLACIER," a tax compliance software system, to verify the tax rate that will apply to your fellowship payment. The withholding will be 14% if you hold an appropriate visa status for fellowship payments (J-1 or F-1); otherwise, the withholding will be 30%. The GLACIER system will also indicate whether you are eligible to claim any tax treaties, which may result in a tax exemption.

All international fellowship recipients should file U.S. tax forms during the spring of the year following their payment. It is possible to recoup some portion of the 14–30% tax withholding through this process.

Form 8843 should be filed to report your presence in the U.S., regardless of the amount of your U.S. income or tax withholding.

Form 1040NR/ 1040NR-EZ should be filed by any individual whose U.S. income (including this fellowship payment and any other payments from U.S. sources) in a given year is greater than the "personal exemption" set by the U.S. government (\$4,050 for 2017). You are not required to file this form if your total U.S. income is less than the personal exemption amount, but may wish to do so to claim a refund on any taxes that were withheld from your payment(s). The chart below shows the amount of tax that is typically refundable by filing form 1040NR/ 1040NR-EZ. The 1040NR/ 1040NR-EZ must be accompanied by form 1042-S, to be provided by the University around February of the year following your payment. If you do not already have a U.S. SSN or ITIN, required for the 1040NR/ 1040NR-EZ, you should also submit form W-7 and a copy of your passport that is certified by the passport-issuing agency to apply for an ITIN.

These forms should be filed by April 15 of the spring following the year that your payment was received. If your residency crosses over two calendar years and you receive payment in each, you will need to file forms for each of those years. You will receive a reminder of the tax return process in January of the year following your payment. You will receive the form 1042-S from the University by mail by March 15 of the same year. For guidance related to your tax return, you may visit our International Office's tax website, [world.utexas.edu/iss/sss/tax](http://world.utexas.edu/iss/sss/tax), where you will be able to access GLACIER Tax Prep, a system designed to guide nonresidents through the tax return process. Please note that it is not necessary to use GLACIER Tax Prep. You may work with a tax preparer or complete your tax return yourself by downloading the aforementioned forms and instructions for their completion at [irs.gov](http://irs.gov).

Please note: Filing federal tax forms is the personal responsibility of each individual. These guidelines reflect information made available by the University's International and Accounting

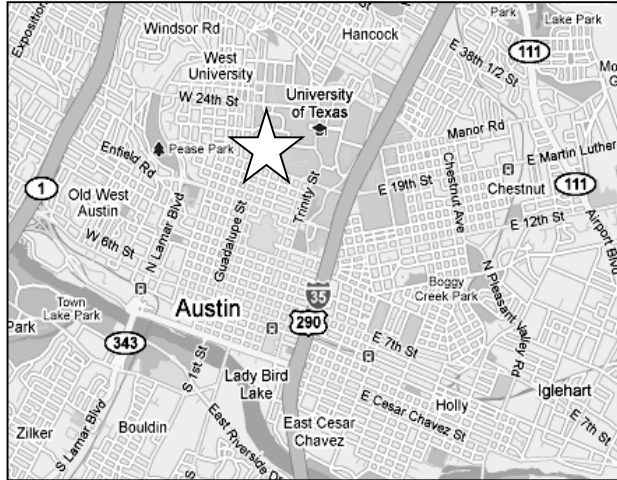
offices and are provided to help you meet your tax filing obligations. ***Please be aware that we are not tax authorities and that federal and University procedures are subject to change.***

<b>Total U.S. Income</b>	<b>14% tax withheld from initial payment</b>	<b>Amount Refundable by filing U.S. Tax Form 1040NR/ 1040NR-EZ</b>
\$ 2,500	\$ 350	\$350
\$ 4,000	\$ 560	\$560
\$ 8,000	\$1,120	\$722

*This chart assumes that the fellowship award is the only U.S. income received throughout the year and takes into account the \$4,050 personal exemption that was allowed in 2017. The personal exemption may vary from year to year. Any U.S. income in excess of the personal exemption is liable for tax.*

## CONTACT AND GENERAL INFORMATION

The Ransom Center is located at 21st and Guadalupe streets, on the southwest corner of The University of Texas at Austin campus and just north of downtown Austin.



### Mailing address:

Harry Ransom Center  
The University of Texas at Austin  
P.O. Drawer 7219  
Austin, TX 78713-7219

### Shipping (physical) address:

Harry Ransom Center  
The University of Texas at Austin  
300 West 21st Street  
Austin, TX 78712

**Phone:** 512-471-8944

**Fax:** 512-471-9646

**Web:** [hrc.utexas.edu](http://hrc.utexas.edu)

### Reading and Viewing Room (RVR) Hours:

9 a.m.–5 p.m. Monday–Saturday  
RVR closures listed at [hrc.utexas.edu/visit](http://hrc.utexas.edu/visit)

### Administrative Office Hours:

8 a.m.–noon; 1–5 p.m. Monday–Friday

## THE UNIVERSITY OF TEXAS AT AUSTIN

### ID Center, Flawn Academic Center (FAC)

512-475-9400; [utexas.edu/its/fac](http://utexas.edu/its/fac)  
8:30 a.m.–5 p.m. Monday–Friday

### Perry-Castañeda (Main) Library (PCL)

Speedway at 21st Street  
512-495-4350; [lib.utexas.edu](http://lib.utexas.edu)

### Gregory Gymnasium (GRE)

Speedway at 21st Street  
512-471-1155 or 512-471-6370 (membership);  
[utrecsports.org](http://utrecsports.org)  
Administrative Office Hours:  
8 a.m.–5 p.m. Monday–Friday, 8 a.m.–6 p.m. Wed.

### International Student & Scholar Services

2400 Nueces Street, 512-471-2477;  
[world.utexas.edu/iss/contact](http://world.utexas.edu/iss/contact)

## OTHER

### University Federal Credit Union (UFCU)

2244 Guadalupe Street, Austin, TX 78705  
512-467-8080; [ufcu.org](http://ufcu.org)  
8:30 a.m.–6 p.m. Monday–Friday

### Taxis

American Yellow Cab: 512-452-9999  
Austin Cab: 512-478-2222

### Frost Bank–Frost Tower Financial Center

401 Congress Avenue, Austin, TX 78701  
512-473-4343; [frostbank.com](http://frostbank.com)

### Capital Metro Transit

512-389-7400; [capmetro.org](http://capmetro.org)

**Emergencies: 911** (no area code required)